



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 7-19-17	<u>Interviewer:</u> Mohammed Cato	RFA #17 – 50
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u> [REDACTED]		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> Student		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> [REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male x Female ☐ Administrator ☐ Faculty ☐ Staff ☐ Student x
 Concern Regarding: Male x Female ☐ Administrator ☐ Faculty ☐ Staff ☐ Student x

Category: *(Please check at least one)*

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|--------------------------------------------------------|--------------------------------------------|---------------------------------------------|-------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Age | <input type="checkbox"/> Color | <input type="checkbox"/> Creed | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> National Origin | <input type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Retaliation |
| x Sex/Gender | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression | | | | |

Time Line		
Date	Item	Comments
6/7/17 – 6/9/17	University Police contacts SGS and MC about an act of alleged voyeurism in Wilson Library	EO Office receives a call from University Police, reporting an incident of voyeurism that occurred on the third floor men's restroom in Wilson Library. [REDACTED] allegedly took photos of [REDACTED] while they were in separate bathroom stalls adjacent to each other.
6/7/17 – 6/9/17	MC calls [REDACTED]	MC checks to see how [REDACTED] is doing and shares information with [REDACTED] about available reporting options and resources. MC shares with [REDACTED] that he can contact any faculty or instructor and let them know that [REDACTED] is working on an EOO related matter so that academic support can be provided for [REDACTED]. MC also explains the Discrimination Complaint Procedure due to questions from [REDACTED] about how the university handles sexual misconduct. [REDACTED] also indicates that he doesn't think [REDACTED] should be allowed to attend Western any longer and asks about criteria for suspension and expulsion. MC indicates that the Office of Student Life is responsible for determining sanctions for such violations and refers [REDACTED] to OS� for more

		<p>detailed information. MC reiterates that EOO is available to him if he has any questions or would like to file a complaint. MC also shares that EOO most likely will need to investigate or do some type of follow up and that [REDACTED] can decide his level of involvement in the process. [REDACTED] thanks MC and indicates that he would like some time to think it over. He requests that MC not call him and that he will call MC if he wishes to file a complaint or get further involved in the matter.</p>
7/15/17	[REDACTED] leaves a voice message with EOO during the weekend	<p>[REDACTED] indicates that he would like to speak to someone about the incident that occurred in Wilson Library</p>
7/17/17	[REDACTED] calls EOO and talks to MC	<p>[REDACTED] indicates that he has had trouble staying focused and has been seeing a therapist. He dropped a summer course but is still enrolled in [REDACTED] (online class). [REDACTED] indicates that he has turned in several assignments late because he has been struggling with trauma. He asks MC if MC can contact Professor [REDACTED] and see if his late assignments can be excused. [REDACTED] also requests that MC reach out to his advisor, [REDACTED], and let [REDACTED] know that [REDACTED] is working with EOO on an issue and this is why [REDACTED] is not doing [REDACTED] this summer. MC tells [REDACTED] that he will reach out to both individuals and follow up with [REDACTED] afterwards.</p>
7/18/17	MC contacts [REDACTED] and [REDACTED]	<p>MC emails [REDACTED] and [REDACTED] calls MC back. MC shares with [REDACTED] that [REDACTED] is working with EOO and asks if some type of consideration can be given to [REDACTED]. [REDACTED] says that he is happy to work with [REDACTED] and that he can excuse the late assignments. He thanks MC for the email. MC also shares the same information to [REDACTED] and [REDACTED] indicates that he's glad that [REDACTED] is receiving support and asks MC to let [REDACTED] know that [REDACTED] can contact [REDACTED] whenever he is able to.</p>
7/18/17	MC calls [REDACTED]	<p>MC shares with [REDACTED] his conversations with both faculty members. MC also shares with [REDACTED] that he can reach [REDACTED] through email and [REDACTED] is willing to meet in person if [REDACTED] would prefer. [REDACTED] thanks MC and reiterates that he doesn't want [REDACTED] to be on campus and thinks that [REDACTED] should be expelled. He also expresses interest in learning more about the Discrimination Complaint Procedure. MC sets an appointment with [REDACTED] to meet at the EO Office.</p>
7/19/17	[REDACTED] doesn't attend scheduled meeting	
7/31/17	[REDACTED] reschedules meeting with MC	<p>[REDACTED] and MC meet and discuss the Discrimination Complaint Procedure. [REDACTED] apologizes for not attending the prior scheduled meeting but shares that he has been dealing with family matters involving his sister. MC and [REDACTED] discuss available resources for him and [REDACTED] discloses that he is receiving assistance outside of the university. [REDACTED] is very interested in discussing the type of sanctions that can be issued against [REDACTED]. He reiterates that he only uses single bathrooms now and that he wants to ensure that [REDACTED] is never allowed to come back to the campus again. MC explains that an investigation would need to take place first and a finding of responsibility before any sanctions could be issued. MC tells [REDACTED] that the Dean of Students would determine which sanctions are most appropriate but there is an opportunity for [REDACTED] to provide an impact statement. [REDACTED] indicates that he would be willing to participate in an investigation. MC says that he will discuss steps moving forward with SGS and then follow up.</p>

8/14/17	MC calls [REDACTED]	[REDACTED] and MC schedule to meet on 8-16-17. [REDACTED] indicates that he is ready to file a complaint.
8/16/17	MC calls [REDACTED]	MC reschedules meeting with [REDACTED]
8/18/17	MC meets with [REDACTED]	[REDACTED] provides MC with an account of what occurred on the day of the incident. [REDACTED] and MC review preliminary draft of allegations. MC and [REDACTED] agree to meet again so that [REDACTED] can sign a complaint form with finalized allegations.
8/25/17	MC calls [REDACTED]	MC asks for times to schedule a meeting for [REDACTED] to review final allegations and sign complaint form. [REDACTED] says that he can't come in until after Sept. 5 th because he is out of town until then. MC explains that Mallory will be taking over the case so it's likely that Mallory will contact him to schedule a meeting once he returns from vacation.
		RFA will be converted to Complaint. Please see [REDACTED]